

# TECHNICIAN PERFORMANCE APPRAISAL REPORT

## RATEE IDENTIFICATION DATA

Technician Name	SSAN	Title/Series/Grade
Duty Location	Rating Period	

## PART I. CRITICAL ELEMENTS (list no more than five)

## Rating (Check appropriate Level)

A.	<input type="checkbox"/> Fully Successful <input type="checkbox"/> Unacceptable
B.	<input type="checkbox"/> Fully Successful <input type="checkbox"/> Unacceptable
C.	<input type="checkbox"/> Fully Successful <input type="checkbox"/> Unacceptable
D.	<input type="checkbox"/> Fully Successful <input type="checkbox"/> Unacceptable
E.	<input type="checkbox"/> Fully Successful <input type="checkbox"/> Unacceptable

Performance Indicators: Check the applicable Critical Element Letter(s)

Q. Quality	ALL A B C D E
<b>1. Knowledge of Field or Profession</b> Maintains and demonstrates technical competence and or expertise in areas of assigned responsibility.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>2. Accuracy and Thoroughness of Work</b> Plans, organizes and executes work logically. Anticipates and analyzes problems and determines appropriate solutions. Work is correct and complete.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>3. Soundness of Judgement and Decisions</b> Assesses tasks objectively, researches and documents assignments carefully. Weighs alternative courses of action considering implications. Makes and executes timely decisions.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>4. Effectiveness of Written Documents</b> Written work is clear, relevant, concise, well-organized, grammatically correct and appropriate to audience.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>5. Effectiveness of Communications</b> Presentation meets objectives, is persuasive, tactful and appropriate to audience. Demonstrates attention, courtesy, and respect for all other points of view.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>6. Timeliness of Meeting Deadlines</b> Completes in accordance with established deadlines.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>7. Effectiveness of Supervision</b> Directs and coordinates activities of unit, assuring deadlines are met. Coaches, counsels, develops, and utilizes staff effectively, demonstrating a communicant to the work force.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>8. Other (specify)</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>T. Teamwork</b>		ALL   A   B   C   D   E						
<b>1. Participation</b> Willingly participates in group activities, performing in a thorough and complete fashion. Communicates regularly with team members. Seeks team consensus.	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table>							
<b>2. Leadership</b> Provides encouragement, guidance and direction to team members as needed. Adjusts style to fit situation.	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table>							
<b>3. Cooperation</b> Supports team initiatives. Demonstrates respect for team members, accepts the views of others, and actively supports team decisions.	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table>							
<b>4. Other (specify)</b> <div style="height: 40px; border: 1px solid black;"></div>	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table>							
<b>C. Customer Service</b>		ALL   A   B   C   D   E						
<b>1. Quality of Service</b> Delivers high quality products and service to both external and internal customers. Initiates and responds to suggestions for improving service.	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table>							
<b>2. Timeliness of Service</b> Delivers quality products and services in accordance with time schedules agreed upon with customers.	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table>							
<b>3. Courtesy</b> Treats external and internal customers with courtesy and respect. Customer satisfaction is high priority.	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table>							
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<b>PART II. PROGRESSIVE REVIEW</b>								
Date of review and signature of technician and Rating Official. Six (6) month review required. This does not replace the requirement to record on NGB 904-1.      DATE _____								
Rating Official Signature _____ Technician Signature _____								
<b>PART IIA. PROBATION REPORT</b>								
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> Recommend Retention         </div> <div style="text-align: center;"> <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> Recommend Non-Retention         </div> </div>								
Rating Official Signature: _____ Technician Signature: _____								
Date Signed: _____ Date Signed: _____								
<b>PART III. SUMMARY RATING</b>								
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> Fully Successful         </div> <div style="text-align: center;"> <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> Unacceptable (Requires a summarization in the space below of the basis for the rating, if additional space is needed use page 3 of this form).         </div> </div> <div style="border: 1px solid black; height: 200px; margin-top: 10px;"></div>								

**PART IV. CERTIFICATION**

Technicians Signature certifies review and discussion with the Rating Official. It does not indicate concurrence with the information on this form.

**Critical Elements/Performance Indicators (Sign when established/updated)****Technician Performance Appraisal Report (Sign when rating is complete)**

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Rating Official

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Date

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Rating Official

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Date

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Technician

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Date

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Approving Official

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Date

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Technician

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Date*(Additional Remarks)*